



CRIMINAL RECORDS/ RECORDS ROOM

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I. POLICY

All criminal case reports will be secured in the FED's Records Room. The Division administrator agent will have the overall responsibility for monitoring, maintenance, and disposition of FED's records. Adherence and compliance to the procedures set for removal and return of criminal records for the Records Room is mandatory by all FED personnel.

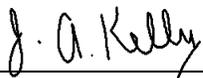
II. PROCEDURES

The following procedures are to be used for removal of case reports, and access to the Records Room by Field Enforcement Division personnel:

1. FED personnel will complete a *Case Removal Form* when a report is needed.
2. The *Case Removal Form* can be given to one of the following; immediate supervisor, Division Administrator, Agent in Charge, or Inspector in Charge, (all referred to as "supervisor" for this section), who will review and sign and date the request. The supervisor will then retrieve the case report, placing the *Case Removal Request* in the case folder from which the records were removed. The case report envelope with a copy of the case report is to be returned to the appropriate file.
3. **ONLY SUPERVISORS WILL REMOVE/RETURN REQUESTED PAPERWORK.**
4. In all instances, a **copy** of the case report shall remain in the case report envelope.
5. When the employee returns the paperwork, the "supervisor" will sign the *Case Removal Request* on the date of return line. The "supervisor" will put the *Case Removal Request* into the case folder and return it to the records room "IN" basket.
6. If there is a disposition for the case, the employee shall also prepare a *Case Disposition Form*. The form should be submitted to his/her supervisor, who will approve and date the form. **All disposition reports will be put in the "IN" basket, located in the Records Room. The division administrator or designee will be responsible for retrieving the case folder, recording the disposition and returning the folder to the appropriate file (open/closed).**
7. The division administrator or designee will forward the completed *Case Disposition Form* to the property room manager for evidence disposal.

8. To ensure reports are obtained, agents/inspectors are reminded to make their request in ample time. These procedures, which have been set up, are to be followed in all instances, even if the report is only being removed for a short period of time. **It is the case agents' responsibility to complete the forms needed to remove case files.**
9. Case reports *can* be requested in advance by agents/inspectors via e-mail or telephone and will be prepared for pickup.
10. All forms used to request case report, report dispositions, etc., are located in the Field Enforcement Division agents' reports file. If there is a form that you cannot find, notify your immediate supervisor or the division administrator.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director